



# भारत हेवी इलेक्ट्रिकल्स लिमिटेड Bharat Heavy Electricals Limited

**From:** B.Shankar, Executive Director (HR &CC), BHEL Corporate Office

**To:** Head of HR

(1) Bhopal (2) Trichy (3) HEEP & CFFP H'war (4) R C Puram & PE & SD, Hyderabad (5) Jhansi (6) EDN B'lore (7) ISG B'lore (8) CBU & EPD B'lore (9) Rudrapur (10) Jagdishpur (11) Goindwal (12) Corp. R & D Hyderabad (incl ASSCP Gurgaon & CTI B'lore) (13) Ranipet (14) HERP Varanasi (15) EMRP Mumbai (16) PS-HQ (17) PS-Mktg, PMG (18) PS-PEM (19) PS-TS, SSBG (20) PS- NR (21) PS- ER(22) PS-WR (23) PS- SR (24) Piping Centre, Chennai (25) IS,IO&TBG (26) ROD HQ (27) HRDI (28) Corp. Office (29) CSU & FP J'Pur (30) PPP Thirumayam

AA: HR: WLX (BHEL PS)

Dated: 10<sup>th</sup> July, 2013

Corporate HR Circular No. 012/WLX/2013

## **Subject : BHEL Emergency Needs Mitigation Scheme-**

**Applicable to employees who retired from the Company prior to 01.01.2007**

Based on DPE Guidelines which permitted CPSEs to formulate their own Scheme for providing some financial support for medical and any other emergency needs to employees who retired prior to 01.01.2007, **it has been decided to introduce "BHEL Emergency Needs Mitigation Scheme"** to all retired employees of the Company, at Board level & below Board level **who retired prior to 01.01.2007 and who are not covered by the BHEL Employees' Pension Scheme**, which is applicable to only those of employees who were/are on the rolls of the Company as on 1.1.2007 and onwards.

The Scheme, duly approved by BHEL Board & Administrative Ministry is enclosed as Attachment.

### **Salient Features of the Scheme are as under:**

1. Scheme aims to provide some financial support in case of listed emergency needs of retired employees of the Company, at Board level & below Board level who retired prior to 01.01.2007 and who are not covered by the BHEL Employees' Pension Scheme.
2. A list of special as well as common emergency needs have been listed for providing financial support.
3. Uniform ceiling of financial support to retired employees irrespective of the grade has been provided under the Scheme.

*B. Shankar*

4. It is a “**Self Managed**” scheme at BHEL level.
5. This is NOT a pensionary benefit.
6. The financial support under the Scheme will be decided on year to year basis within DPE guidelines subject to affordability. As such this scheme needs to be revalidated on a year to year basis for continuance.
7. **Extent of Financial Support for the year 2013-14:**

a) **Approved Uniform Ceiling of financial support for Common Emergency Needs:**

For the first year of operation i.e. 2013-14, towards Common Emergency Needs listed under the scheme, a uniform financial limit of ₹ 10,000/- per beneficiary per annum has been approved, as per conditions of the Scheme.

b) **Approved Uniform Ceiling of financial support for Special Emergency Needs:**


During the year 2013-14, towards Special Emergency Needs listed under the scheme, a uniform financial support limited to ₹ 10,000/- per occurrence has been approved, as per conditions of the scheme.

The BHEL Emergency Needs Mitigation Scheme may be given wide publicity particularly amongst eligible employees who retired prior to 01.01.2007 and are not in receipt of pension under BHEL Employees' Pension Scheme.

Based on applications received for providing the financial support under the Scheme from eligible retired employees, Units may send the summary of applications in formats A & B enclosed for processing by Corporate HR by the 16<sup>th</sup> August 2013.

Thereafter, summary of applications for financial support i.e. format A & B may be sent to Corporate HR by 15<sup>th</sup> day of first month of every quarter.

This is issued with the approval of Competent Authority.

  
(B. Shankar)

Enclosed: As above

Copy:

- Head of Unit,
- CMD /All Functional Directors/ CVO

<b>BHEL Emergency Needs Mitigation Scheme for Financial Support to retired employees (Retired prior to 01.01.2007)</b>	
	<b>Preamble</b>
	<p>The Management of Bharat Heavy Electricals Limited is pleased to introduce <b>Emergency Needs Mitigation Scheme</b> for all retired employees of the Company, at Board level &amp; below Board level who retired prior to 01.01.2007 and who are not covered by the BHEL Employees' Pension Scheme.</p> <p>The Scheme aims to provide financial support to mitigate part of their hardship towards meeting certain emergency needs, within the prescribed limit and subject to available and allocable fund, in recognition of genuine need for some financial support at their growing old age.</p>
1	<b>Title</b>
	The Scheme will be called " <b>BHEL Emergency Needs Mitigation Scheme</b> "
2	<b>Coverage and Eligibility</b>
2.1	The Scheme covers <b>all retired employees</b> of the Company, at Board level and below Board level, who <b>retired prior to 1.1.2007</b> and who are not covered by the BHEL Employees' Pension Scheme, which is applicable to only those of employees who were/are on the rolls of the Company as on 1.1.2007 and onwards.
2.2	Spouse of ex-employees, who died prior to 1/1/2007 (death while in service) and also spouse of those retired prior to 1/1/2007 but died after cessation from service, prior to implementation of this scheme, will <b>NOT</b> be covered under the Scheme. The financial support, under the Scheme will be provided only to ex-employees and <b>in no case</b> , will be extended to his/her spouse, except in case of funeral expenses on the demise of ex-employee in any of financial years during the operation of the Scheme.
2.3	<b>Definitions:</b>
2.3.1	"Retired Employee": "Retired Employee" is an ex-employee, at Board level and below Board level, who had retired before 1/1/2007 and who are not covered by the BHEL Employees' Pension Scheme, which is applicable to only those of employees who were/are on the rolls of the Company as on 1.1.2007 and onwards.
2.3.2	"Beneficiary": Beneficiary under the scheme is retired employee only. The "spouse" will be beneficiary <b>only</b> for receiving financial assistance for meeting part of funeral expenses on the demise of ex-employee in any of financial years during the operation of the Scheme, after its introduction.
2.3.3	" <b>Corpus</b> ": "Corpus" is the fund earmarked under the Scheme for providing financial assistance to retired employees during a particular Financial Year, within the provisions of the scheme.
2.3.4	" <b>Dependent(s)</b> " include
2.3.4.1	" <b>Spouse</b> " of an retired employee registered as beneficiary under RECHS,
2.3.4.2	" <b>Mentally / Physically challenged dependent children</b> " who have been permitted OPD facility under Company's Medical Policy.
3	<b>Creation of Corpus</b>
3.1	<b>No budgetary support</b> will be provided from the Government, which is to be managed by the Company internally. Corpus for the purpose will be maintained at Company level.
3.2	Out of <b>1.5% of PBT</b> of the previous year and after deducting estimated <b>RECHS expenditure for the current year</b> for this group of ex-employees financial support will be provided by the Company to the eligible retired employees, to the extent provided under the Scheme. Non- lapsable corpus will be created from FY 2012-13. Unutilized amount of 1.5% of PBT, if any, after deduction of estimated RECHS expenditure will be transferred to this corpus/fund every year.

1/2/07

4.	<b>Emergency Needs</b>		
4.1	Emergency Needs to provide financial support under the Scheme may be medical or any other felt-needs which the retired employee may face / had faced during the current or previous financial year.		
4.2	<b>(A) Special Emergency Needs which are not of regular nature</b>	<b>Proposed Financial Support</b>	<b>Documentary requirements</b>
	1) <b>Funeral &amp; related expenditure</b> on death of retired employee ( from the year of implementation)	Upto Rs.10,000/- per case	Death certificate issued from designated authority, along with application in prescribed form Annexure-I
	2) <b>Funeral &amp; related expenditure</b> on death of spouse of retired employee ( from the year of implementation)	Upto Rs.10,000/- per case	Death certificate issued from designated authority, along with application in prescribed form Annexure-I.
	3) <b>Natural calamities</b> at geographical area of residence of retired employees.	To the extent of loss to individual, upto Rs.10,000/- per case.	Declaration of a geographical area notified as affected by natural calamity by local/Central Govt & self-declaration of extent of loss, along with application in prescribed form Annexure-I.
4.2	<b>(B) Common Emergency Needs</b>	<b>Proposed Financial Support</b>	<b>Documentary requirements</b>
	1) Partial support for <b>basic needs</b> such as food & clothing, in extreme conditions	Financial support upto Rs.10,000/- p.a. The support is for food, clothing, household supplies, personal needs etc	Individual request in prescribed form Annexure-II & self certification basis
	2) Partial support for movement / <b>transportation</b> in emergencies:	Financial support upto Rs.5,000/- p.a. to help <b>move from the strained relationship or need of medical transportation</b> , or emergency movement to take care of spouse / children who are at other place	Individual request in prescribed form Annexure-II & self certification basis
	3) <b>In-Patient Medical treatment not covered under BHEL RECH Scheme.</b> (wherever there is deduction from hospital bill)	Over & above the admissible amount under RECHS, limited to Rs.10,000/- in a fin. year.	Recommendations of Unit Medical Committee, along with bills & Individual request in prescribed form Annexure-II
	4) To provide financial support to <b>physically or mentally challenged children</b> of retired employees for acquiring	Limited to Rs.10,000/- in each case., in a fin. Year	Recommendations of Unit Medical Committee, along with bills & Individual request in prescribed

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	equipments / aids or other medical treatments including In-patient treatment, not covered under BHEL Scheme	form Annexure-II.
5	<b>Operation of Scheme</b>	
5.1	<b>Committee of Directors headed by an Independent Director</b> , and as constituted by Board of Directors, shall <b>review the quantum of financial support per annum</b> for listed emergency needs on financial year basis, including sanction of individual claims towards special emergency needs under clause 4.2 (A) or as approved by the Board, within the allocable fund.	
5.2	Financial Support for prescribed <b>special emergency needs listed</b> under Cl.4.2 (A), which are not of regular nature, will be provided on occurrence of event. However, for operational purposes, requests received during previous quarter will be processed during the first month of the next quarter. This will be in addition to the financial limit prescribed under Cl 5.3 towards other <b>common emergency needs listed</b> under Cl.4.2 (B).  Separate quantum of budget will be earmarked for special emergency needs listed and other common emergency needs listed. Whenever the budget for special emergency need is found to be inadequate, Committee of Directors may review and recommend additional budget, within the overall 1.5% of PBT.	
5.3	Financial support in a financial year for common emergency needs listed under Cl 4.2(B) will be limited to pre-decided uniform amount on a year to year basis for all ex-employees who retired prior to 01.01.2007 and who are not covered by the BHEL Employees' Pension Scheme, which is applicable to only those of employees who were/are on the rolls of the Company as on 1.1.2007 and onwards.	
5.4	The financial support for the prescribed <b>emergency needs will start from the FY 2013-14</b> , based on available corpus / fund. <b>The quantum of relief will be reviewed every year by the Committee of Directors, within the available &amp; allocable fund</b> , after taking into account Post-retirement medical benefit (BHEL RECHS) for this group of employees.	
6	<b>General</b>	
6.1	Unit HR shall maintain an individual Account for all the eligible ex-employees, for whom the relief under the Scheme is being made.	
6.2	<p>On announcement of the Scheme, ex-employee who had retired before 1/1/2007 and who is not covered by BHEL Employees Pension Scheme and for whom one or more <b>emergency need(s)</b> had occurred during the current or previous financial year, is required to submit an application, in the <b>prescribed form</b>, along with <b>relevant supporting documents</b>, to the concerned HR Department.</p> <ul style="list-style-type: none"> <li>- The retired employees <b>who are members of BHEL RECHS Scheme</b>, may be provided the financial support under the Scheme, based on their application in the prescribed form along with the supporting documents, from concerned HR Deptt of the <b>Unit from where he / she has last validated the RECHS Membership</b>.</li> <li>- However those retired employees <b>who are not RECHS member</b> of BHEL, will be required to produce copy of the Govt issued Photo Identity Card and documentary evidence to support that he/she had retired from the Company prior to 01.01.2007 and they will be required to submit application, in the <b>prescribed form</b>, along with <b>relevant supporting documents</b>, to the concerned HR Department of the <b>Unit from where he / she retired</b>.</li> </ul> <p>The requests for providing financial support towards listed emergency needs will be processed by the Unit HR on receipt of required documents, as per operational instructions issued by Corporate HR from time to time.</p>	

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6.3	It will be for the applicant to establish his / her identity to the Head of HR/Emergency Needs Relief Cell of concerned Unit/ Division of BHEL with documentary evidence like proof of mode of separation & date of retirement, grade at the time of retirement, RECHS membership renewal details, etc & confirm that he / she is eligible to receive financial support under this Scheme.
6.4	This benefit is <b>admissible only to eligible retired employee</b> and NOT to spouse or any other nominee or ward, except financial support to spouse for funeral expenses of the retired employee, <i>in respect of death occurring on or after introduction of the Scheme.</i>
6.5	The ex-employees, who are eligible for relief under " <b>BHEL Emergency Needs Mitigation Scheme</b> ", shall have to <b>execute an undertaking in the prescribed form</b> , to the effect that the financial support under the <b>Scheme</b> is being given not because of any right or entitlement, but entirely in the nature of relief. Further, he/she will not enter into any litigation in this regard and other related matters, before any Court of Law/Forum/Authority. The application for financial support under the Scheme shall be considered and processed only after meeting the eligibility requirements and the undertaking specified under the Scheme.
6.6	Payment under the Scheme is further subject to ex-employee having vacated Company owned / leased accommodation as per Company rules and payment of all outstanding dues to the Company, including due related to RECHS, if any.
6.7	The financial support under the Scheme will be <b>made directly to the bank account</b> of the ex-employee. The ex-employee has to indicate the name of an established Private / Public Sector bank, along with a cancelled cheque leaf with NEFT details, where he/she holds bank account, for making direct remittance of relief.
6.9	The financial support under the Scheme shall be payable and paid only in India.
6.10	Income tax liability, if any, on the financial support, will be met by the beneficiary.
7	<b>Delegation of Powers</b>
7.1	Any interpretation / clarifications on BHEL Emergency Mitigation Scheme will be approved by Director (HR), whose decision shall be final and binding.
7.2	CMD has the powers to approve any modifications / amendments, in the <b>BHEL Emergency Needs Mitigation Scheme</b> , in future, within the broad guidelines of DPE.
7.3	This Scheme shall be construed and interpreted in accordance with and governed by the Laws of India and shall be subject to the exclusive jurisdiction of Courts at Delhi, India.

MS

Application No..... : ENMS(Special EN)

Application for providing financial support to meet Special Emergency Needs during the Financial Year 20 - 20 .

Name of ex-employee ( capital letters):		Staff No:
Designation ( at retirement ) :	Grade:	Sex: M / F
Unit from where retired :	Date of retirement :	
Unit where registered under RECHS:		
Unit where last re-validation done:	Date of re-validation:	

This is to certify that I have faced the emergency needs as ticked below during the current / last fin.year and request BHEL to provide financial support to the extend indicated against the listed Needs to meet the emergency need(s) & within the admissible limit under the Scheme.

(A) Special Emergency Needs, not of regular nature	Maximum Financial Support available under the scheme	Documentary requirements	Tick applicable	Extent of Financial support requested
1)Funeral & related expenditure on death of retired employee ( from the year of implementation)	Upto Rs.10,000/- per case	Death certificate issued from designated authority, along with application in prescribed form Annexure-I		
2) Funeral & related expenditure on death of spouse of retired employee ( from the year of implementation)	Upto Rs.10,000/- per case	Death certificate issued from designated authority, along with application in prescribed form Annexure-I.		
3)Natural calamities at geographical area of residence of retired employees.	To the extent of loss to individual, upto Rs.10,000/- per case.	Declaration of a geographical area notified as affected by natural calamity by local/Central Govt & self-declaration of extent of loss, along with application in prescribed form Annexure-I.		

- 17/11/21
- I certify that I am eligible to apply and receive the financial support under "BHEL Emergency Needs Mitigation Scheme", and give this undertaking that the financial support under the Scheme is being given not because of any right or entitlement, but

entirely in the nature of relief to me. Further, I will not enter into any litigation in this regard and other related matters, before any Court of Law/Forum/Authority.

- I am not in full time employment at present and will inform BHEL about my employment status to the Company immediately.
- I am presently employed with \_\_\_\_\_ (Name of organization with address) as \_\_\_\_\_ (Designation) in Full Time / Part Time / Consultancy based / Fixed Tenure/Temporary engagement till \_\_\_\_\_ (Date).
- I have no dues towards the Company or its related business or under any scheme (including BHEL RECHS) of the Company.
- I have vacated the Company Quarters post my retirement (Date of vacation of Qtr: ..... ) at \_\_\_\_\_ Unit and have settled all related dues.
- No disciplinary case is pending against me or contemplated by the Company.
- No criminal case involving moral turpitude is contemplated or pending against me before any court of law.
- I understand that in case any information is found false, I will be liable to proceedings under Cr.PC.
- I understand that the Financial support will be remitted direct to my Bank A/c No.....,in the (name & address of Bank) ..... for which I enclosing a cancelled cheque leaf with NEFT details.

Signature: \_\_\_\_\_  
Name : \_\_\_\_\_  
Staff No. \_\_\_\_\_

Date: \_\_\_\_\_

**Enclosed:**

1. Copy of Proof of separation / retirement/superannuation from the Unit.
2. Copy of Proof of re-validation under RECHS from the re-validation center/ Photo Identity Card issued by Govt agency.
3. Cancelled cheque leaf with NEFT details
4. Documents required for special emergency needs for which employee is seeking financial support.

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For Office Use at Unit HR

Application No. : ENMS (Special). FY: 20----20

Name of ex-employee ( capital letters):		Staff No:
Designation ( at retirement ) :	Grade:	Sex: M / F
Unit from where retired :	Date of retirement :	
Unit where registered under RECHS:		
Unit where last re-validation done:	Date of re-validation:	

- Particulars furnished by the Ex-employee have been verified and he/ she is **eligible/ Not-eligible** for financial relief under BHEL Emergency Needs Mitigation Scheme. (Eligible : \_\_\_\_\_; Not-Eligible: \_\_\_\_\_) (Tick whichever is correct)
- His /her grade at the time of retirement was \_\_\_\_\_.
- Relevant documentary requirement checked and found in order.** ( Yes: \_/No:\_\_\_)
- The request of retired employees for financial support has been considered and found in order, the Unit Committee recommended to provide financial support for meeting special emergency needs as requested by ex-employee as under:

(A) Special Emergency Needs	Maximum Financial Support available under the scheme	Tick applicable	Extent of Financial support requested (Rs.)	Extent of Financial support recommended by Unit (Rs.)
1)Funeral & related expenditure on death of retired employee ( from the year of implementation)	Upto Rs.10,000/- per case	.		
2) Funeral & related expenditure on death of spouse of retired employee ( from the year of implementation)	Upto Rs.10,000/- per case			
3) Natural calamities at geographical area of residence of retired employees.	To the extent of loss to individual, upto Rs.10,000/- per case.	.		

Unit Medical Committee (wherever required)	Dealing Executive of Unit HR:	Head of HR:
Signature	Signature	Signature
Name /Designation/ Staff No.	Name /Designation/ Staff No.	Name /Designation/ Staff No.
Signature		
Name /Designation/ Staff No.		
Signature		
Name /Designation/ Staff No.		

1/2/20

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**For Corporate HR**

**Application No. : ENMS(Spl)/ 20 \_\_\_-20 \_\_\_ / Staff No. \_\_\_\_\_**

The application duly recommended by Unit HR was put up to Corp. Committee and approved for financial support of Rs. \_\_\_\_\_ on \_\_\_\_\_.

Dealing Executive /Corporate HR

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Staff No \_\_\_\_\_

*7/1/81*

Application No. : ENMS(Common EN) FY:20\_\_-20\_\_

**Application for providing financial support to meet Common Emergency Needs during the Financial Year 20\_\_ - 20\_\_.**

Name of ex-employee ( capital letters):		Staff No:
Designation ( at retirement ) :	Grade:	Sex: M / F
Unit from where retired :	Date of retirement :	
Unit where registered under RECHS:		
Unit where last re-validation done:		Date of re-validation;

This is to certify that I have faced the emergency needs as ticked below during the current / last fin.year and request BHEL to provide financial support to the extend indicated against the listed Needs to meet the emergency need(s) & within the admissible limit under the Scheme.

(B) Common Emergency Needs	Proposed Financial Support	Documentary requirements	Tick applicable	Extent of Financial support requested
1) Partial support for <b>basic needs</b> such as food & clothing, in extreme conditions	Financial support upto Rs.10,000/-p.a. The support is for food, clothing, household supplies, personal needs etc	Individual request in prescribed form Annexure-II & self certification basis		
2) Partial support for movement / <b>transportation</b> in emergencies:	Financial support upto Rs.5,000/- p.a. to help <b>move from the strained relationship or need of medical transportation</b> , or emergency movement to take care of spouse / children who are at other place	Individual request in prescribed form Annexure-II & self certification basis		
3) <b>In-Patient Medical treatment not covered under BHEL RECH Scheme.</b> (wherever there is deduction from hospital bill)	Over & above the admissible amount under RECHS, limited to Rs.10,000/- in a fin. year.	Recommendations of Unit Medical Committee, along with bills & Individual request in prescribed form Annexure-II		
4) To provide financial support to <b>physically or mentally challenged children</b> of retired employees for acquiring equipments / aids or other medical treatments including In-patient treatment, not covered under BHEL Scheme	Limited to Rs.10,000/- in each case., in a fin. Year	Recommendations of Unit Medical Committee, along with bills & Individual request in prescribed form Annexure-II.		

12/12/20

- I undertake that I am eligible to apply and receive the under “**BHEL Emergency Needs Mitigation Scheme**”, and give this undertaking that the financial support under the **Scheme** is being given not because of any right or entitlement, but entirely in the nature of relief, to me. Further, I will not enter into any litigation in this regard and other related matters, before any Court of Law/Forum/Authority.
- I am **not in full time employment at present and will inform BHEL about my employment** status to the Company immediately.
- I am presently employed with \_\_\_\_\_ (Name of organization with address) as \_\_\_\_\_ (Designation) in Full Time/ Part Time/ Consultancy based/ Fixed Tenure/Temporary engagement till \_\_\_\_\_ ( Date).
- I have no dues towards the Company or its related business or under any scheme (including BHEL RECHS) of the Company.
- I have vacated the Company Quarter post my retirement (Date of vacation of Qtr: ..... ) at \_\_\_\_\_ Unit and have settled all related dues.
- No disciplinary case is pending against me or contemplated by the Company.
- No criminal case involving moral turpitude is contemplated or pending against me before any court of law.
- I understand that in case any information is found false, I will be liable to proceedings under CrPC.
- I understand that the Financial support will be remitted direct to my Bank A/c No.....,in the (name& address of Bank) ..... for which I enclosing a cancelled cheque leaf with NEFT details

Signature: \_\_\_\_\_

Name : \_\_\_\_\_

Staff No. \_\_\_\_\_

Date:

Enclosed:

1. Copy of Proof of separation / retirement/superannuation from the Unit.
2. Copy of Proof of re-validation under RECHS from the re-validation center./ Photo Identity Card issued by Govt agency.
3. Cancelled cheque leaf with NEFT details
4. Documents required for Common emergency needs for which employee is seeking financial support.

*1/10/18*

For Office Use at Unit HR

Application No. : ENMS ( Common EN)/ 20\_\_-20\_\_ / Staff No. \_\_\_\_\_

1. Particulars furnished by the Ex-employee have been verified and he/ she **is eligible/ Not-eligible** for financial relief under BHEL Emergency Needs Mitigation Scheme.  
(Eligible : \_\_\_\_\_; Not-Eligible: \_\_\_\_\_) (Tick whichever is correct)
2. His / Her grade at the time of retirement was \_\_\_\_\_.
3. Relevant documentary requirement checked and found in order. ( Yes:\_\_\_/ No:\_\_\_)

In line with the Corporate instructions reference No. \_\_\_\_\_ dated \_\_\_\_\_ an amount of Rs. \_\_\_\_\_ approved for financial support to the retired employee on \_\_\_\_\_.

Dealing Unit HR Executive	Dealing Unit Finance Executive :
Signature Name /Designation/ Staff No.	Signature Name /Designation/ Staff No.

17/8/85

**BHEL EMERGENCY NEEDS MITIATION SCHEM : pre-1/1/2007 retirees : Summary of applications received seeking financial support for meeting special emergency needs, for the Quarter ending \_\_\_\_\_.**

**UNIT :** \_\_\_\_\_ **Format : A**

<b>Emergency Needs Mitigation Scheme - Pre-1/1/2007 retirees</b>					
<b>To be completed by Unit HR based on scrutiny of applications, recommendations of Unit Medical Committee and Unit HR Head</b>					
<b>S.No.</b>	<b>Name of ex-employee</b>	<b>Grade at the time of retirement</b>	<b>Date of retirement</b>	<b>Special Emergency Needs for which financial support sought &amp; documentary requirements verified</b>	<b>Extent of Financial Support recommended by Unit under the scheme</b>
1					
2					
3					
4					
5					
6					
7					
8					

**To be completed by Corporate HR**

Financial Support Approved by Corp. Office

**Certified that prescribed documents have been verified & copies retained for record & also recommendations of Unit Medical Committee & Unit HR Head obtained wherever prescribed.**

**Signature:** \_\_\_\_\_  
**Name of HR Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_  
**Signature :** \_\_\_\_\_  
**Name of dealing HR Executive:** \_\_\_\_\_

**BHEL EMERGENCY NEEDS INITIATION SCHEME- Pre-1/1/2007 retirees : Summary of applications seeking financial support for meeting general emergency needs. For Fin. Year ending :**

**UNIT:**

To be completed by Unit HR based on scrutiny of applications					Format : B	
S.No.	Name of ex-employee	Grade at the time of retirement	Date of retirement	Common Emergency Needs for which financial support sought & documentary requirements verified	Extent of Financial Support recommended by Unit under the scheme	To be completed by Corporate HR Financial Support Approved at Corp. Office
1						
2						
3						
4						
5						
6						
7						
8						

Certified that prescribed documents have been verified & copies retained for record.

Signature: \_\_\_\_\_  
Name of HR Head: \_\_\_\_\_

Date : \_\_\_\_\_  
Signature : \_\_\_\_\_  
Name of dealing HR Executive: \_\_\_\_\_

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